

COMPENSATION

Salary range for the successful candidate is \$101,028 - 126,276 annually.

Benefits:

The City offers an attractive benefit package, the central provisions of which are as follows:

Retirement - The City is a member of the State of California Public Employee's Retirement System (PERS) and uses the 2.7% at 55 formula. The City pays approximately \$673 to \$841 per month of the employee's contribution towards the State Retirement Plan (PERS).

Health Insurance - The City offers three health insurance plans and contributes up to \$581 per month for employee and dependent coverage.

Dental Insurance - The City provides two dental insurance plans and contributes \$25 per month.

Life Insurance - The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$300,000.

Deferred Compensation - The City contributes up to \$180 per month to a deferred compensation plan for a minimum employee contribution.

Leave Benefits - Includes all the typical vacation, sick leave, bereavement leave and holiday benefits.

APPLICATION AND SELECTION PROCESS

For additional information regarding this opportunity, contact:

City of Riverside
Human Resources Department
3780 Market Street
Riverside CA 92501
909/826-5808 - FAX 909/826-5943
www.riversideca.gov

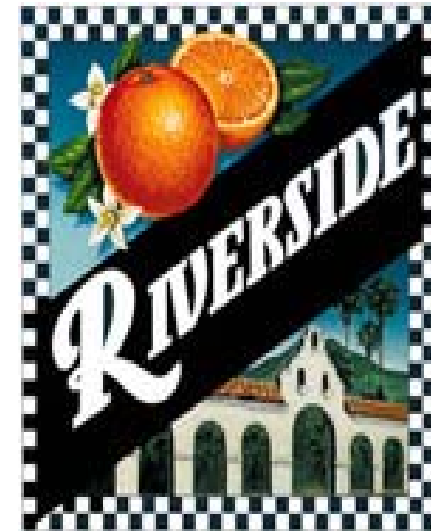
The final filing date is May 7, 2004. To be considered, please submit a city application, resume, cover letter, list of three work-related references.

Job Code: 66520

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary interviews by the hiring department. Interviews will be followed by background checks after receiving the candidate's permission.

City of Riverside
Equal Opportunity Employer
Qualified women and minorities
are strongly encouraged to apply.

The City of Riverside



is seeking a

PARK AND RECREATION DIRECTOR

THE COMMUNITY

Located in the Santa Ana River Valley approximately 60 miles east of Los Angeles and 100 miles north of San Diego, Riverside is the largest city in the Inland Empire and was recently named an All-America City for its youth programs, which featured a Passport to College, University Eastside Community Collaborative, and the Youth Action Program as major components of the City's winning presentation. The city covers almost 80 square miles, featuring vegetation ranging from cactus to lush botanic gardens. The virtues of "small town" life—real neighborhoods, community involvement, centrally located services, open spaces—are blended with the amenities of life in a major city. It is not difficult to understand why Riverside's population has increased from 140,000 in 1970 to over 250,000 today. The City aggressively seeks to preserve the excellent quality of life and civic pride.

Some of the notable features of the community include the following:

- A wide range of affordable housing locate in distinctive neighborhoods.
- An abundance of beautiful, historic sites and buildings.
- A dynamic and growing commercial and industrial economy.
- State-of-the-art medical and health services are provided by four major hospitals and industrial and emergency clinics.
- A wide range of educational opportunities are available including a University of California campus, Riverside Community College, California Baptist University, and La Sierra University.
- More than 60 visual and performing arts organizations are represented in the city.

CITY GOVERNMENT

The City of Riverside, was incorporated in 1883 and has operated under the council-manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as presiding officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor-Pro Tem. The City Council appoints the city manager, city attorney, and city clerk in conformance with the City Charter.

The City's total budget of \$404.6 million reflects a regular full time staff of approximately 1800. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport and regional library system.

The City Manager supervises directly the departments of public utilities, police, public works and fire. The assistant city manager supervises the departments of general services, human resources, finance, information services, park and recreation, museum, library, and community relations. The deputy city manager supervises the departments of planning and building, development services and the airport.

Riverside's emphasis on public participation in the policy development process is evidenced by the establishment of 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

THE POSITION

The Park and Recreation Director reports to the Assistant City Manager and is a key member of the City's executive team. This position is responsible for managing a department of 188 employees with a \$21.5 million dollar budget. The City of Riverside has 51 parks totaling 2,500 acres, and urban forest program that maintains 120,000 street trees, nine community centers, seven municipal swimming pools, a 20 million dollar capitol improvement budget, and a Special Transportation Program that provides disabled and elderly citizens over 173,000 bus trips a year.

Our Park and Recreation Director will provide leadership in establishing departmental goals and priorities and promote exceptional customer service to residents who use our Park and Recreation services and programs.

Other important duties include the following:

- Plan, direct, supervise, and coordinate the work and programs of the recreation, parks, planning and design, and operations divisions.
- Prepare and submit reports and recommendations to the City Manager and City Council regarding activities of the department.
- Plan and direct the development of new facilities and programs, and improvements to existing facilities and programs.
- Act as liaison between appropriate commissions and the City Council and City Manager.
- Develop partnerships and collaborations with other agencies and diverse community-based organizations.
- Prepare and administer the departmental budget, grants, and outsourcing contracts.
- Evaluate the need for, and develop plans and schedules for, long-range parks and recreation programs.
- Organize and oversee available resources for maintenance, improvement, and repair of parks and recreation facilities.
- Select, train, supervise, and evaluate subordinate staff.

IDEAL CANDIDATE

The ideal candidate for this Director position will have a positive customer service attitude, building pride among staff through training and team building. Specific requirements are as follows:

Education and Experience:

Qualified candidates will have six years of increasingly responsible administrative experience in recreation, park program management and land use planning. Previous experience in capital improvement planning, land conservation, natural habitat and open space use planning is a plus. A Bachelor's Degree from an accredited college or university with major course work in recreation administration, sociology, human relations, or a closely related field. A Masters is highly desirable.